



**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Pricelist**

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The Internet address for *GSA Advantage!* is <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Management, Organizational and Business Improvement Services (MOBIS)**

Contract Number: **GS-02F-168AA**

Federal Supply Class: 874

Special Item Numbers (SINs):

**874-1**, Integrated Consulting Services

**874-4**, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships

Contract Period: **August 12<sup>th</sup>, 2013 through August 12<sup>th</sup>, 2018**

**Corporate Address:**

E.M.T. Associates, Inc.  
1024 Iron Point Road  
Suite 100 #1300  
Folsom, CA 95630

**Office:** (916) 983-6680

**Website:** [www.emt.org](http://www.emt.org)

**Contract Administration**

Joel Phillips

**Office:** (916) 983-6680

**Email:** [joel@emt.org](mailto:joel@emt.org)

**Business Size:** Small

## **Part I: Information for Ordering Offices**

### **1a. Special Item Number(s) (SINs) Awarded**

SIN 874-1 Consulting Services

SIN 874-4, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships

### **1b. Lowest Unit Price**

Not applicable

### **1c. Proposed Hourly Rates**

See awarded labor categories

### **2. Maximum Order:**

\$1,000,000.00

### **3. Minimum Order:**

\$100.00

### **4. Geographic Coverage (delivery area):**

FOB Destination, Domestic Continental United States Only.

### **5. Point(s) of Production (city, county, and State or foreign country):**

Not Applicable

### **6. Discount from List Prices:**

Prices shown herein are net prices

### **7. Quantity Discounts:**

SIN 874-1, Consulting Services: None

SIN 874-4, Training Services: See award training course list.

### **8. Prompt Payment Terms:**

Net 30 Days

### **9a. Use of Government Commercial Credit Card:**

E.M.T. Associates, Inc. will accept the Government Purchase Card (Visa and MC).

### **9b. Use of Government Purchase Card above Micro-Purchase Threshold:**

E.M.T. Associates, Inc. will accept the Government Purchase Card (Visa and MC) above the Micro-Purchase Threshold.

### **10. Foreign Items:**

None

### **11a. Time of Delivery:**

Delivery will be specified in individual task and delivery orders under this Federal Supply Schedule.

### **11b. Expedited Delivery:**

Not Applicable

### **11c. Overnight and 2-Day Delivery:**

Not Applicable

**11d. Urgent Requirements:**

Not Applicable

**12. FOB Point(s):**

FOB Destination

**13a. Ordering Address:**

E.M.T. Associates, Inc.  
1024 Iron Point Road  
Suite 100 #1300  
Folsom, CA 95630

**13b. Ordering Procedures:**

Refer to FAR 8.405-3

**14. Payment Address:**

E.M.T. Associates, Inc.  
1024 Iron Point Road  
Suite 100 #1300  
Folsom, CA 95630

**15. Warranty Provisions:**

Not Applicable

**16. Export Packing Charges:**

Not Applicable

**17. Terms and Conditions of Government Purchase Card Acceptance**

Visa and MasterCard only

**18. Terms and Conditions of Rental, Maintenance, and Repair**

Not Applicable

**19. Terms and Conditions of Installation**

Not Applicable

**20. Terms and Conditions of Repair Parts**

Not Applicable

**20a. Terms and Conditions for Any Other Services**

Reference Individual Task Orders/Delivery Orders

**21. List of Service and Distribution Points**

Not Applicable

**22. List of Participating Dealers**

Not Applicable

**23. Preventive Maintenance**

Not Applicable

**24a. Special Attributes (such as Environmental Attributes)**

Not Applicable

**25. Data Universal Numbering System (DUNS) number:**

148374234

**26. Central Contractor Registration (CCR):**

E.M.T. Associates, Inc is registered in the SAM.Gov database and maintains an active SAM profile.CCR

### Awarded Labor Categories

<b>SIN</b>	<b>SERVICE</b>	<b>UNIT OF ISSUE (e.g. Hour, Task, Sq ft)</b>	<b>PRICE OFFERED TO GSA (including IFF)*</b>
874-1	Officer-in-Charge	Per Hour	\$159.83
874-1	Project Director 1	Per Hour	\$159.83
874-1	Project Director 2	Per Hour	\$136.56
874-1	Project Director 3	Per Hour	\$109.88
874-1	Project Manager 1	Per Hour	\$109.88
874-1	Project Manager 2	Per Hour	\$79.92
874-1	Project Manager 3	Per Hour	\$67.93
874-1	Sr. Research Associate 1	Per Hour	\$79.92
874-1	Sr. Research Associate 2	Per Hour	\$69.93
874-1	Sr. Research Associate 3	Per Hour	\$61.94
874-1	Research Associate 1	Per Hour	\$59.94
874-1	Research Associate 2	Per Hour	\$49.95
874-1	Research Associate 3	Per Hour	\$43.95
874-1	Research Assistant 1	Per Hour	\$39.96
874-1	Research Assistant 2	Per Hour	\$33.96
874-1	Research Assistant 3	Per Hour	\$29.97
874-1	Support Staff 1	Per Hour	\$45.95
874-1	Support Staff 2	Per Hour	\$37.46
874-1	Support Staff 3	Per Hour	\$29.97

## **Labor Descriptions**

### **Officer-in-Charge**

Years Experience: Requires 15 or more years of related work experience

Years Education: Requires a Bachelor's Degree

Responsibilities: Responsible for monitoring the overall performance of the contract services, including technical and fiscal conduct. Supervises the Project Director and ensures the implementation of corporate procedures for quality management and reviews all products for technical merit.

### **Project Director 1**

Years Experience: Requires 17 or more years of related work experience

Years Education: Requires a Master's Degree

Responsibilities: Responsible for the project budget, overall staff performance on the project and takes a lead role in the delivery of client services such as the data analysis, primary author of evaluation reports, makes presentations at conferences and meetings and oversees quality control for project deliverables. All Project Managers and subcontractors /consultants report directly to the Project Director.

### **Project Director 2**

Years Experience: Requires 16 or more years of related work experience

Years Education: Requires a Master's Degree

Responsibilities: Responsible for the project budget, overall staff performance on the project and takes a lead role in the delivery of client services such as the data analysis, primary author of evaluation reports, makes presentations at conferences and meetings and oversees quality control for project deliverables. All Project Managers and subcontractors /consultants report directly to the Project Director.

### **Project Director 3**

Years Experience: Requires 15 or more years of related work experience

Years Education: Requires a Master's Degree

Responsibilities: Responsible for the project budget, overall staff performance on the project and takes a lead role in the delivery of client services such as the data analysis, primary author of evaluation reports, makes presentations at conferences and meetings and oversees quality control for project deliverables. All Project Managers and subcontractors /consultants report directly to the Project Director.

### **Project Manager 1**

Years Experience: Requires 12 or more years of related work experience

Years Education: Requires a Master's Degree

Responsibilities: Responsible for planning, executing and completing the project deliverables with the timeframe and budget of the project. Oversees the daily operations / activities of the project and serves as the primary point of contact with the client.

### **Project Manager 2**

Years Experience: Requires 11 or more years of related work experience

Years Education: Requires a Master's Degree

Responsibilities: Responsible for planning, executing and completing the project deliverables with the timeframe and budget of the project. Oversees the daily operations / activities of the project and serves as the primary point of contact with the client.

**Project Manager 3**

Years Experience: Requires 10 or more years of related work experience

Years Education: Requires a Master's Degree

Responsibilities: Responsible for planning, executing and completing the project deliverables with the timeframe and budget of the project. Oversees the daily operations / activities of the project and serves as the primary point of contact with the client.

**Senior Research Associate 1**

Years Experience: Requires 7 or more years of related work experience

Years Education: Requires a Bachelor's Degree

Responsibilities: Responsible for data organization, data analyses and summarizes results. Develops policy analysis, research and evaluation plans. Coordinates, schedules and manages research activities including interviews, focus groups and survey administration. Identifies / designs appropriate instrumentation in response to client needs.

**Senior Research Associate 2**

Years Experience: Requires 6 or more years of related work experience

Years Education: Requires a Bachelor's Degree

Responsibilities: Responsible for data organization, data analyses and summarizes results. Develops policy analysis, research and evaluation plans. Coordinates, schedules and manages research activities including interviews, focus groups and survey administration. Identifies / designs appropriate instrumentation in response to client needs.

**Senior Research Associate 3**

Years Experience: Requires 5 or more years of related work experience

Years Education: Requires a Bachelor's Degree

Responsibilities: Responsible for data organization, data analyses and summarizes results. Develops policy analysis, research and evaluation plans. Coordinates, schedules and manages research activities including interviews, focus groups and survey administration. Identifies / designs appropriate instrumentation in response to client needs.

**Research Associate 1**

Years Experience: Requires 5 or more years of related work experience

Years Education: Requires a Bachelor's Degree

Responsibilities: Responsible for conducting background research and literature reviews for project development and analytic activities. Assist with qualitative and quantitative data design, data collection and data analyses. Provide technical assistance to clients and facilitate focus groups and training / educational activities.

**Research Associate 2**

Years Experience: Requires 4 or more years of related work experience

Years Education: Requires a Bachelor's Degree

Responsibilities: Responsible for conducting background research and literature reviews for project development and analytic activities. Assist with qualitative and quantitative data design, data collection and data analyses. Provide technical assistance to clients and facilitate focus groups and training / educational activities.

**Research Associate 3**

Years Experience: Requires 3 or more years of related work experience

Years Education: Requires a Bachelor's Degree

Responsibilities: Responsible for conducting background research and literature reviews for project development and analytic activities. Assist with qualitative and quantitative data design, data collection and data analyses. Provide technical assistance to clients and facilitate focus groups and training / educational activities.

**Research Assistant 1**

Years Experience: Requires 3 or more years of related work experience

Years Education: Requires a HS Diploma

Responsibilities: Assist with evaluation tasks and data collection activities including selection / recruitment / scheduling and preparing data collection instruments / forms for data entry and data entry. Also, provides support in planning and conducting meetings, evaluation workshops and project deliverables.

**Research Assistant 2**

Years Experience: Requires 2 or more years of related work experience

Years Education: Requires a HS Diploma

Responsibilities: Assist with evaluation tasks and data collection activities including selection / recruitment / scheduling and preparing data collection instruments / forms for data entry and data entry. Also, provides support in planning and conducting meetings, evaluation workshops and project deliverables.

**Research Assistant 3**

Years Experience: Requires 1 or more years of related work experience

Years Education: Requires a HS Diploma

Responsibilities: Assist with evaluation tasks and data collection activities including selection / recruitment / scheduling and preparing data collection instruments / forms for data entry and data entry. Also, provides support in planning and conducting meetings, evaluation workshops and project deliverables.

**Support Staff 1**

Years Experience: Requires 3 or more years of related work experience

Years Education: Requires a HS Diploma

Responsibilities: Assist other project staff by performing word processing, data entry, graphics, duplication / copy, shipping and logistics support in the preparation of project deliverables, workshop materials and meeting / conference presentations or meetings.

**Support Staff 2**

Years Experience: Requires 2 or more years of related work experience

Years Education: Requires a HS Diploma

Responsibilities: Assist other project staff by performing word processing, data entry, graphics, duplication / copy, shipping and logistics support in the preparation of project deliverables, workshop materials and meeting / conference presentations or meetings.

**Support Staff 3**

Years Experience: Requires 1 or more years of related work experience

Years Education: Requires a HS Diploma

Responsibilities: Assist other project staff by performing word processing, data entry, graphics, duplication / copy, shipping and logistics support in the preparation of project deliverables, workshop materials and meeting / conference presentations or meetings.



## Awarded Training Courses

SIN(s) PROPOSED	COURSE TITLE	COURSE LENGTH	MINIMUM PARTICIPANTS	MAXIMUM PARTICIPANTS	CONTRACTOR OR CUSTOMER SITE	DOMESTIC OR OVERSEAS	UNIT OF ISSUE (e.g. Per Person, Per Course)	PRICE OFFERED TO GSA (including IFF)*
<b>Training Services - Instructor-Led Courses</b>								
874-4	EM-101 Training	0.5 day (4 hours)	30	100	Customer Site	Domestic	per course	\$1,994.96
874-4	Adult Sexual Misconduct	1 day (8 hours)	25	49	Customer Site	Domestic	per course	\$2,992.44
874-4	Adult Sexual Misconduct	1 day (8 hours)	50	99	Customer Site	Domestic	per course	\$4,488.66
<b>Training Services - Web-based Courses</b>								
<b>Pricing for 1 - 100 Learners</b>								
874-4	Introduction to the Field of Substance Abuse Prevention	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Introduction to the Practice of Substance Abuse Prevention	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Understanding Adolescents and Their Developmental Challenges	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Changing Behavior: The Transtheoretical Model	4 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Drugs - An Introduction	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Drugs and the Adolescent Brain	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Interactive Delivery in Prevention - Communication and Facilitation Skills	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Interactive Delivery in Prevention - Experiential and Reflective Learning	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Needs Assessment in Substance Abuse Prevention	4 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Building Capacity for Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Planning Effectively for Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Asset Mapping in Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Media Advocacy and Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
874-4	Responsible Beverage Service Overview	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62

874-4	Brief Intervention: An Approach for Substance Abusing Adolescents	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 1 to 100 Learners based on Annual Contract	\$19,949.62
<b>Pricing for 101 - 500 Learners</b>								
874-4	Introduction to the Field of Substance Abuse Prevention	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Introduction to the Practice of Substance Abuse Prevention	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Understanding Adolescents and Their Developmental Challenges	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Changing Behavior: The Transtheoretical Model	4 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Drugs - An Introduction	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Drugs and the Adolescent Brain	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Interactive Delivery in Prevention - Communication and Facilitation Skills	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Interactive Delivery in Prevention - Experiential and Reflective Learning	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Needs Assessment in Substance Abuse Prevention	4 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Building Capacity for Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Planning Effectively for Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Asset Mapping in Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Media Advocacy and Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Responsible Beverage Service Overview	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
874-4	Brief Intervention: An Approach for Substance Abusing Adolescents	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 101 -500 Learners based on Annual Contract	\$34,911.84
<b>Pricing for 501 - 1,000 Learners</b>								
874-4	Introduction to the Field of Substance Abuse Prevention	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Introduction to the Practice of Substance Abuse Prevention	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Understanding Adolescents and Their Developmental Challenges	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06

874-4	Changing Behavior: The Transtheoretical Model	4 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Drugs - An Introduction	2 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Drugs and the Adolescent Brain	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Interactive Delivery in Prevention - Communication and Facilitation Skills	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Interactive Delivery in Prevention - Experiential and Reflective Learning	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Needs Assessment in Substance Abuse Prevention	4 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Building Capacity for Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Planning Effectively for Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Asset Mapping in Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Media Advocacy and Substance Abuse Prevention	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Responsible Beverage Service Overview	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06
874-4	Brief Intervention: An Approach for Substance Abusing Adolescents	3 hours	N/A	N/A	Web-based system accessed by customer	Domestic	12 month access for 501-1,000 Learners based on Annual Contract	\$49,874.06

## Training Course Description

Course Title	Course Description
<b>Online / Web-based Courses</b>	
<b>Introduction to the Field of Substance Abuse Prevention</b>	<p>This is the first of two introductory courses on substance abuse prevention, providing an overview of the field of prevention and some of its basic principles and concepts. This course describes the nature and scope of substance abuse as a public health problem in this country. The history of prevention is summarized by describing various approaches that have been utilized over time. Key concepts in prevention are introduced, including risk factors, protective factors, resiliency, the IOM Model, and environmental prevention.</p> <p>Approximate Completion Time: 2 Hours</p>
<b>Introduction to the Practice of Substance Abuse Prevention</b>	<p>This is the second of two introductory courses on substance abuse prevention, building on the first course which provided an overview of the field of prevention. As we turn our attention to how substance abuse prevention is put into practice, this course utilizes the Strategic Prevention Framework (SPF).</p> <p>Approximate Completion Time: 2 Hours</p>
<b>Understanding Adolescents and Their Developmental Challenges</b>	<p>Adolescence is generally viewed as a difficult time in a young person's life. This course will provide information on the challenges and issues that surround adolescents as well as the developmental challenges that are taking place. You'll get facts and figures about adolescent development and lots of information about the five major developmental challenges adolescents face. You'll also learn how this information relates to the design and implementation of youth programs.</p> <p>Approximate Completion Time: 3 Hours</p>
<b>Changing Behavior: The Transtheoretical Model</b>	<p>Why is it so hard to change our behavior? This course examines the subject of behavioral change by presenting the Transtheoretical Model of change. The Transtheoretical Model is based on extensive research and combines several theories and approaches to the change process. After looking at the challenges of change and common myths about change, the learner is introduced to nine major processes related to changing behavior. These processes are applied and related to the six major stages of change. While the material in this course is relevant to behavior change in any context, connections to substance abuse are identified and discussed.</p> <p>Approximate Completion Time: 4 Hours</p>
<b>Drugs - An Introduction</b>	<p>Are you aware of the many types of substances used and abused by young people today? Do you know where these substances come from and how they are used? This course will answer these questions and more, covering alcohol, tobacco, and other drugs. The course starts by reviewing the major categories of drugs in relation to federal classification schedules and criminal penalties. Then, individual profiles are presented for a broad range of substances. After you finish taking this course, you can come back to it as a reference source to look up information on specific drugs. Prevention workers, parents, teachers, or anyone else working with young people will benefit from the information in this course.</p>

	Approximate Completion Time: 2 Hours
<b>Drugs and the Adolescent Brain</b>	<p>Recent research on human brain development is generating findings of great interest to the field of substance abuse prevention. For example, did you know that the human brain continues to develop physiologically until at least the early twenties? This course provides information on how the brain functions, how the brain develops in young people, and what the effects on the brain are for various substances. The course concludes by outlining the implications of adolescent brain information for substance abuse prevention work.</p> <p>Approximate Completion Time: 3 Hours</p>
<b>Interactive Delivery in Prevention - Communication and Facilitation Skills</b>	<p>This course is part of our course series on interactive delivery in prevention services. Our premise in these courses is that interactivity is a critical element in the effectiveness of prevention programs and services. Prevention practitioners must find ways to engage and connect with adolescents to be successful in achieving prevention objectives.</p> <p>Approximate Completion Time: 3 Hours</p>
<b>Interactive Delivery in Prevention - Experiential and Reflective Learning</b>	<p>This course is part of our course series on interactivity delivery in prevention services. The use of experiential and reflective learning is one way to build interactivity into prevention programs. In this course, we'll dig into the subject of experiential and reflective learning in depth to see how this can be done. We'll explore how to work with young people in a way that that brings about experiential and reflective learning and enhances their ability to engage in reflective thinking. We'll start with learning theories and learning models supporting the concepts of experiential and reflective learning. From there, we'll see how experiential and reflective learning connects with the practice of substance abuse prevention. After that, we'll present specific exercises and techniques that apply experiential and reflective learning when working with youth.</p> <p>Approximate Completion Time: 3 Hours</p>
<b>Needs Assessment in Substance Abuse Prevention</b>	<p>Needs assessment is a critical step in the practice of substance abuse prevention in a community. This course is a practical guide to conducting needs assessment studies specifically for substance abuse prevention. Assessment is the first of five components in the Strategic Prevention Framework (SPF) promoted by the Substance Abuse and Mental Health Services Administration (SAMHSA). In this course, the student will learn what is involved in conducting a needs assessment, the purposes fulfilled by assessments, and how to collect and analyze data for a needs assessment study. The course presents a four-step method for conducting an assessment.</p> <p>Approximate Completion Time: 4 Hours</p>
<b>Building Capacity for Substance Abuse Prevention</b>	<p>The second step in SAMHSA's five-step Strategic Prevention Framework is Capacity Building. Building capacity for prevention work in a community is critical. In this course, you will learn about the five aspects of Capacity Building: Resources, Collaboration, Information, Skills, and Institutionalization. An approach to assessing the current capacity of a community is provided, along with a "readiness continuum"</p>

	<p>to help interpret the results of your assessment. The course then suggests how to use the results of a readiness assessment to establish a strategy for Capacity Building activities.</p> <p>Approximate Completion Time: 3 Hours</p>
<b>Planning Effectively for Substance Abuse Prevention</b>	<p>The third step in SAMHSA's five-step Strategic Prevention Framework is Planning. The Planning step builds on what was accomplished in the Assessment and Capacity Building steps by developing a sound plan for the implementation of a community-based prevention initiative. This course focuses on the planning process, starting with the formation of an inclusive planning work-group. After taking the necessary preparatory steps, the planning work-group engages in a three-phase planning process: 1) Agreeing on purpose and priorities, 2) Selecting strategy, programs, and activities, and 3) Developing an action plan. This course emphasizes the importance of utilizing Assessment data in making planning decisions so that the prevention plan reflects an evidence-based approach.</p> <p>Approximate Completion Time: 3 Hours</p>
<b>Asset Mapping in Substance Abuse Prevention</b>	<p>When conducting an assessment in a community related to substance abuse, it is important to assess both needs and assets in the community. A useful technique on the assets side of the equation is Asset Mapping. This course explains what is involved in Asset Mapping and provides specific instructions on how to conduct an Asset Mapping project. Examples are provided of prevention initiatives that made use of Asset Mapping as a tool for identifying and mobilizing resources in a community.</p> <p>Approximate Completion Time: 3 Hours</p>
<b>Media Advocacy and Substance Abuse Prevention Responsible Beverage Service Overview</b>	<p>The news media has profound impact on community norms and in setting a community's political agenda. With prevention efforts, the news media is a powerful means to inform and gain public and policymaker support for policy goals. This online course provides the learner with information on how to utilize the news media to convey messages to the public, ensure that the media covers prevention stories properly, and develop strategies for media advocacy campaigns.</p> <p>Approximate Completion Time: 3 Hours</p>
<b>Brief Intervention: An Approach for Substance Abusing Adolescents</b>	<p>Brief Intervention (BI) is a new and effective technique used with young people who have begun to use alcohol or drugs but are not yet candidates for treatment. This course is a comprehensive training on Brief Intervention offering 23 video clip demonstrations that cover all stages of the process. The goal of BI is to intervene early in the history of substance use by adolescents in hopes of stopping a progression toward frequent or heavy use. Brief Intervention entails having a pre-session and two clinical sessions with the youth, all conducted over the course of a few weeks. The BI facilitator utilizes a series of structured worksheets in the process. There are optional sessions with the parents or guardians of the adolescent, as well as optional follow-up sessions to be held several weeks later.</p>

	Approximate Completion Time: 5 Hours
<b>Instructor-led Courses</b>	
<b>Adult Sexual Misconduct</b>	<p>As part of an all-hazards emergency management plan, school districts must prevent, prepare, respond to, and recover from critical incidents. This includes incidents of adult sexual misconduct. It is critical that all school personnel demonstrate appropriate behavior in order to <i>prevent</i> incidents or allegations of sexual misconduct. The school community needs to be <i>prepared</i> to recognize questionable behavior and <i>respond</i> appropriately if sexual misconduct is suspected. Finally, by working together, schools need to understand how to <i>recover</i> following an incident or allegation of sexual misconduct.</p> <p>Created and developed by Seattle Public Schools, the Adult Sexual Misconduct in Schools: Prevention and Management Program is an in-person training curriculum providing a structure for school districts, private schools, and charter schools to comprehensively manage adult sexual misconduct. The training has two broad objectives: 1.) to train leadership teams in developing policies, building teams, and selecting trainers; and 2.) to train master trainers who can provide training to school-based trainers, school staff, and secondary students.</p>
<b>Brief Intervention</b>	<p>Brief Intervention is a counseling type intervention consisting of 2 – 4 sessions for adolescents, who use tobacco, alcohol and/or other drugs. Brief Intervention can be used for youth:</p> <ul style="list-style-type: none"> <li>• As an alternative to suspension;</li> <li>• Who are either mandated to attend or for youth who come on their own;</li> <li>• Who are unsure or ambivalent about changing their use.</li> </ul> <p>This training concerns a specific brief intervention approach developed by Dr. Ken Winters. It uses motivational interviewing, cognitive behavior therapy and the stages of change model to meet the needs of adolescents. It is designed for paraprofessionals in school and community settings. This one-day training program on Brief Intervention includes information on the seven module program which outlines the theoretical bases for brief intervention; and detailed instruction in how to manage a four session intervention (three for the youth and one optional session for the parents). Sessions include instruction on using worksheets for each session, and instruction on selecting and using specific techniques to effectively meet the needs of particular adolescents.</p> <p>The course is designed for individuals with a strong interest in working with adolescents. Some experience is desirable but not required. Participants do not need a counseling license or background. Brief Intervention techniques are a useful tool for paraprofessional youth workers.</p>